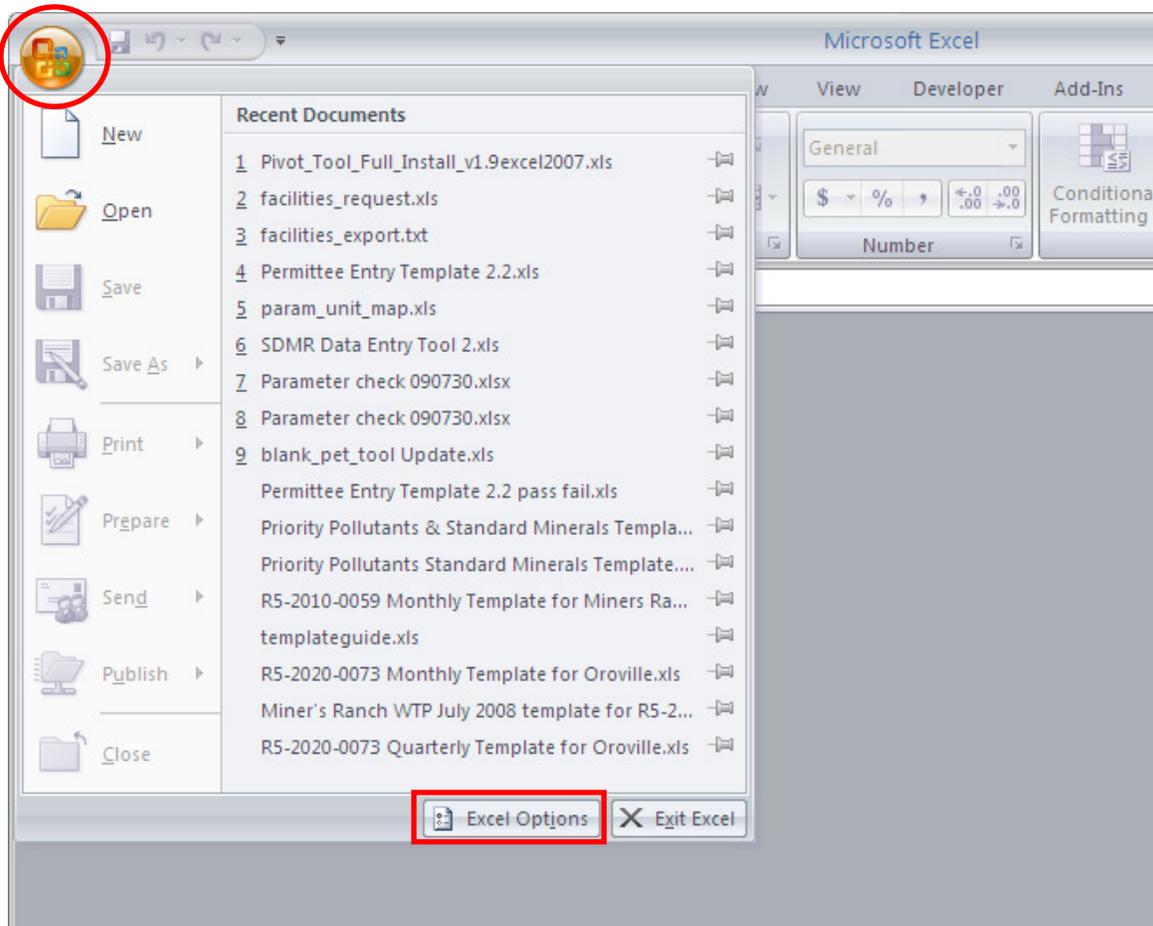


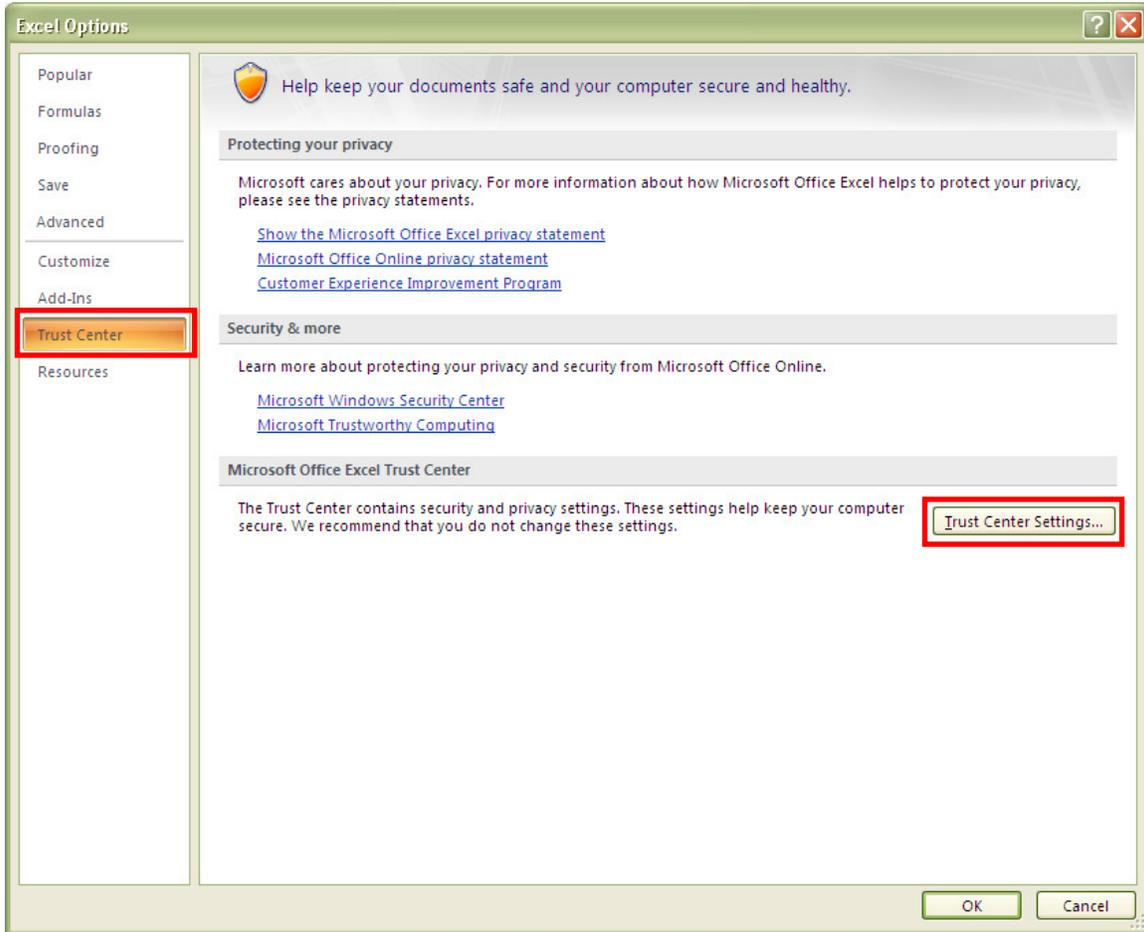
Pivot Tool Installation

Excel 2007

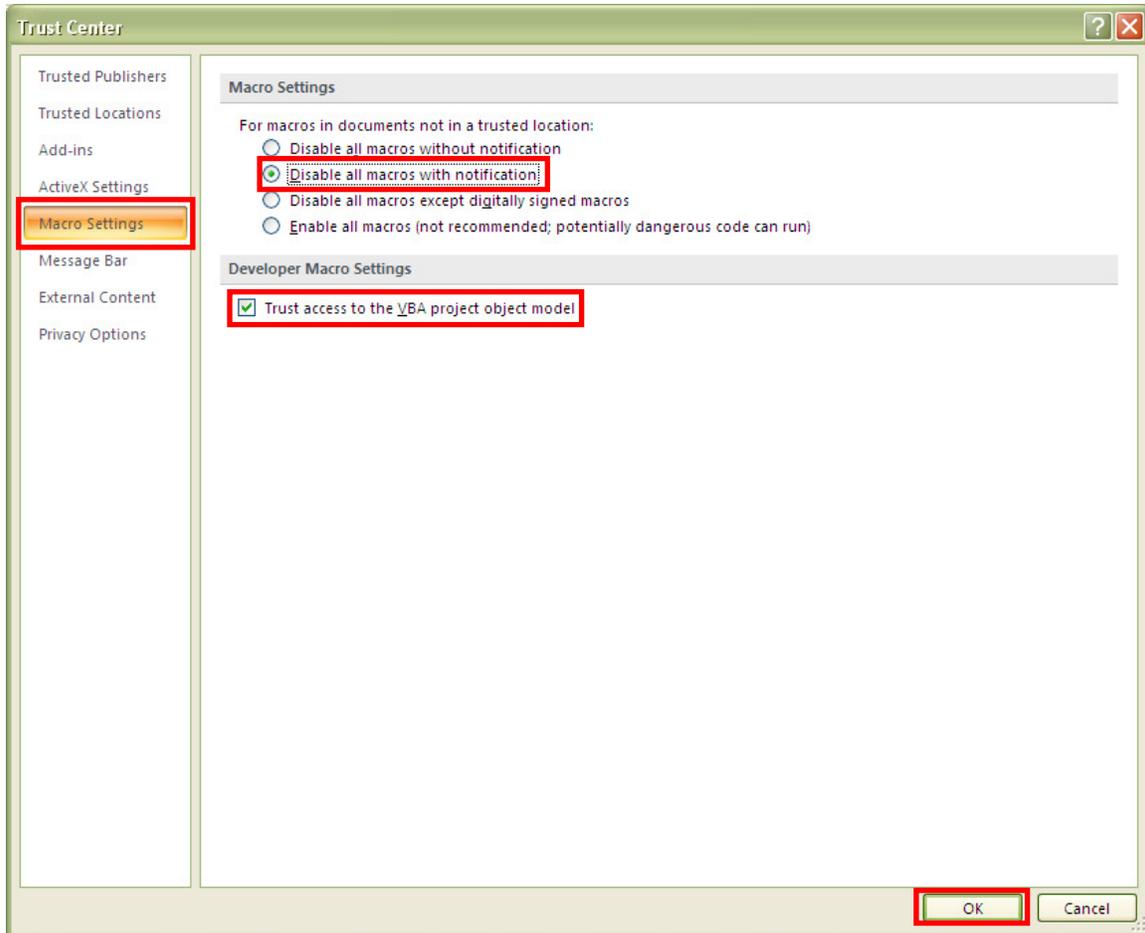
1. Open Microsoft Excel.
2. Click on the “Office button” then click on “Excel Options”.



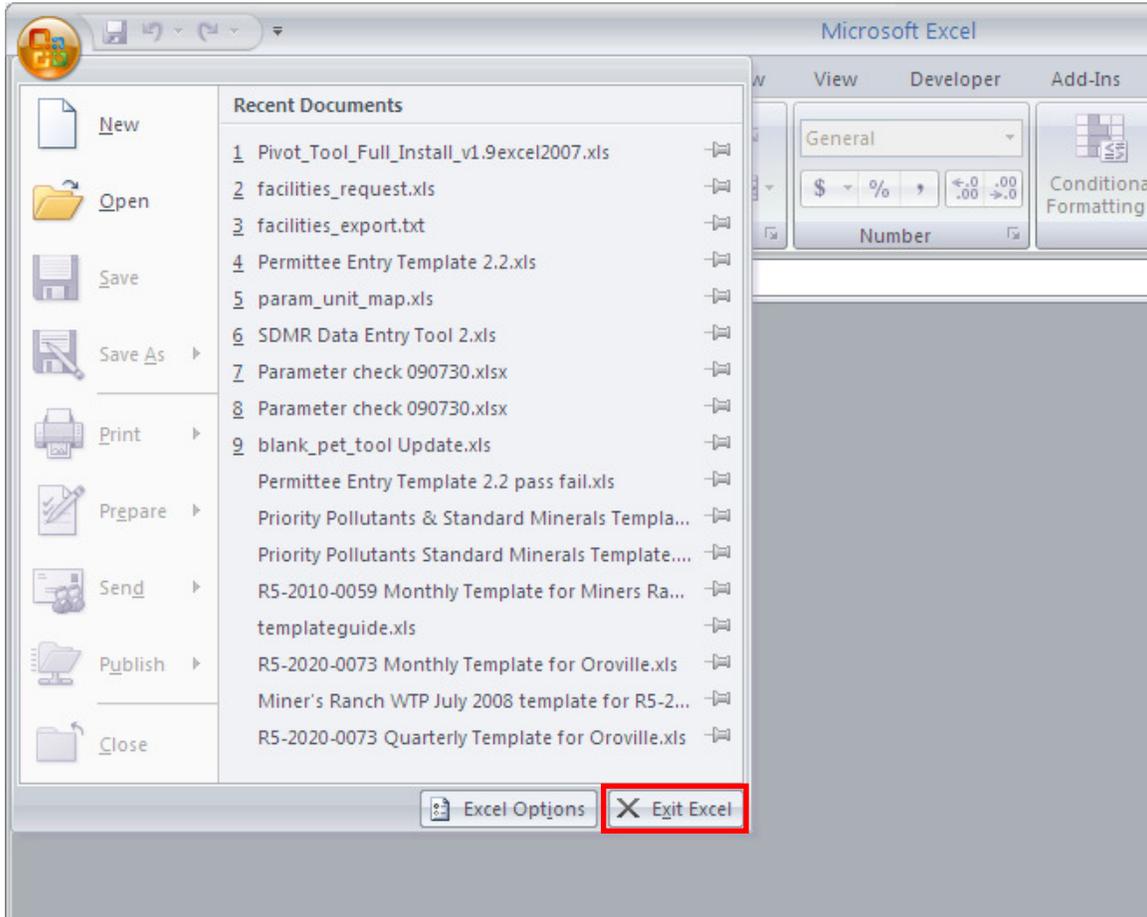
3. Click on the “Trust Center” then click on “Trust Center Settings”.



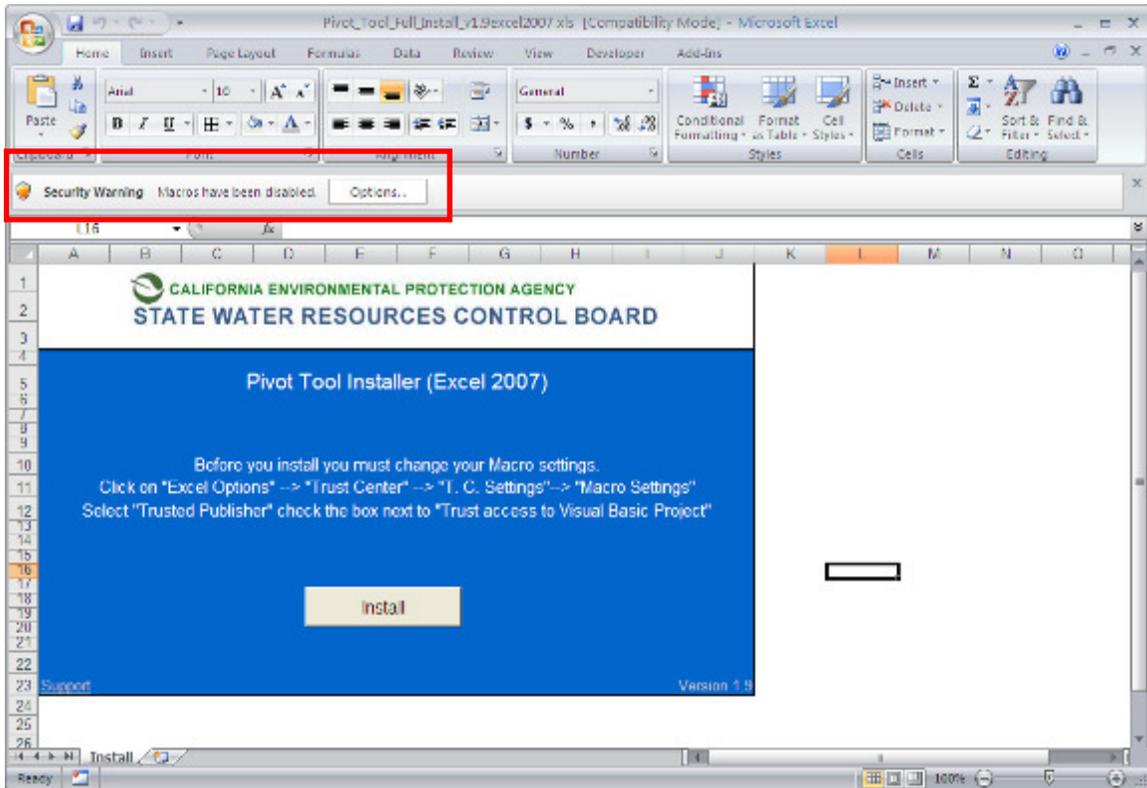
4. Click on the “Macro Settings”
5. Check “Disable all macros with notification” and “Trust access to Visual Basic Project” then click “OK”.



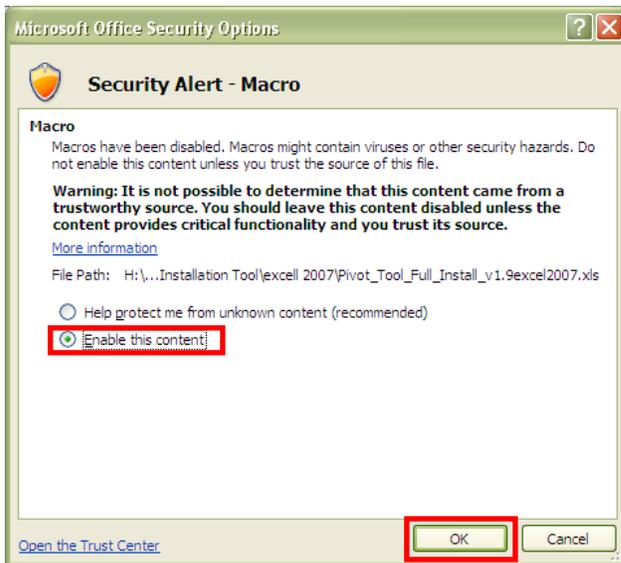
6. Exit Excel (your updated security setting will take effect once excel reopens).



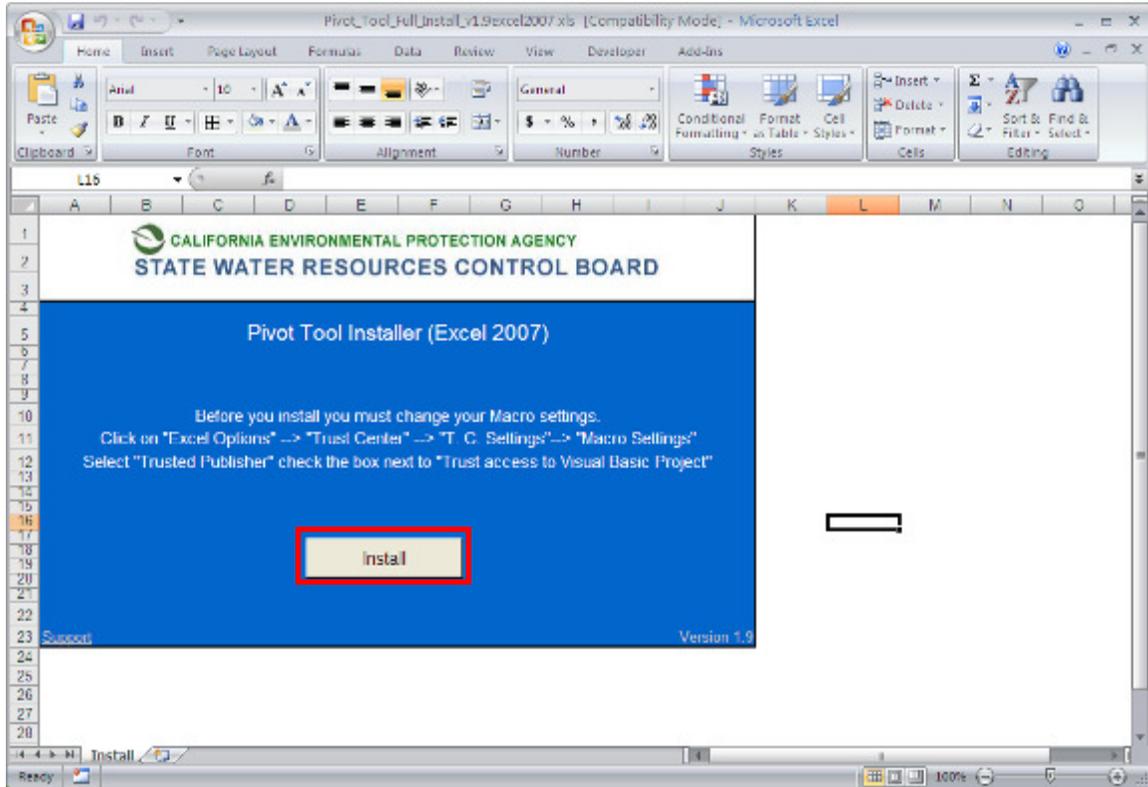
7. Open the Pivot Tool Installation Utility,
8. Notice the Security Warning, click “Options”.



9. Check the box next to “Enable this Content”, then click “OK”



10. Click “Install”.



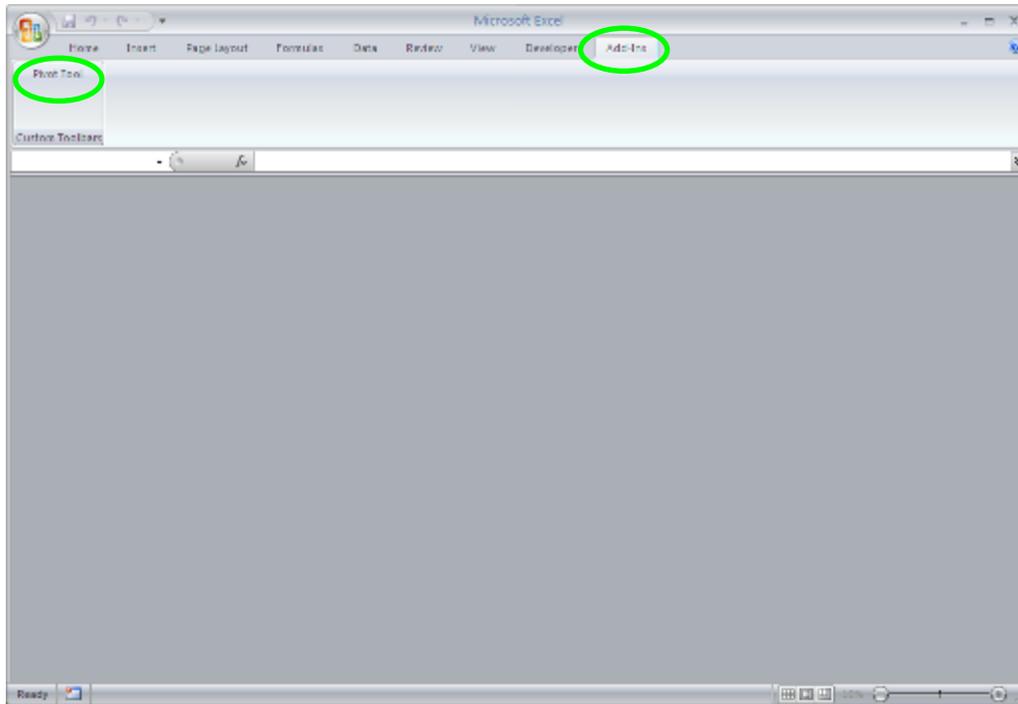
11. Click “Yes”.



12. Click “Ok”.



In Excel 2007 the toolbar is now called Ribbon. If you scroll to the “Add-Ins” section of the Ribbon you will find the “Pivot Tool” icon.

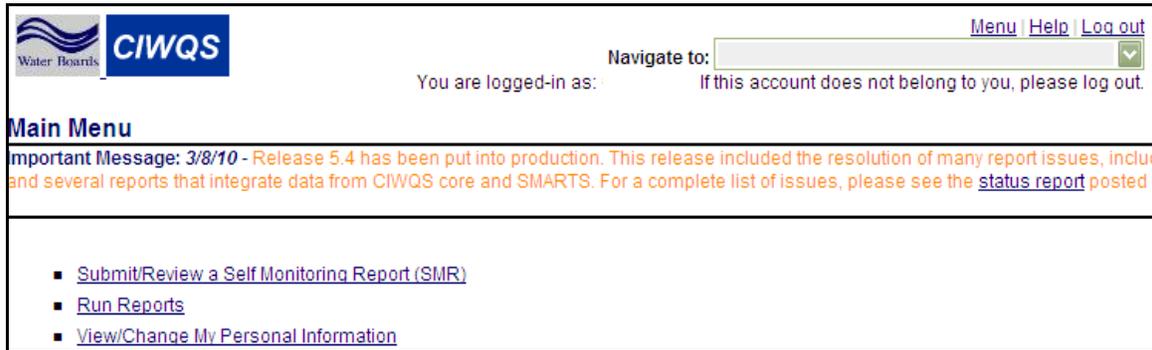


The Pivot Tool installation is complete!

Pivot Tool Users Guide

The Pivot Tool can be used on data points from an eSMR. The data points can be found on the Data Summary tab of the eSMR.

Before we start lets go over the basics. Open internet explorer and navigate to CIWQS. <http://ciwqs.waterboards.ca.gov/> Enter your username and password then click “Login”. You are now at the Main Menu.



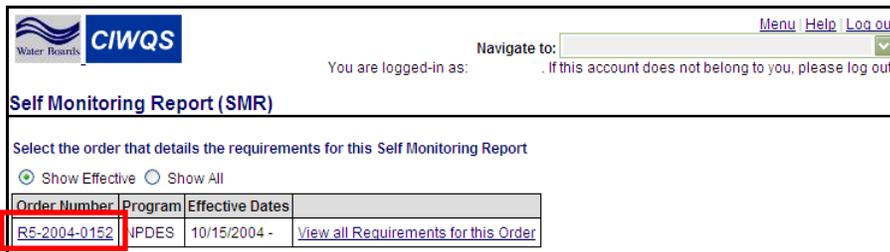
The screenshot shows the CIWQS Main Menu. At the top left is the Water Boards logo and the CIWQS text. On the right, there are links for Menu, Help, and Log out. Below the logo, it says "You are logged-in as:" followed by a dropdown menu and the text "If this account does not belong to you, please log out." The main heading is "Main Menu". Below it is an "Important Message" dated 3/8/10, stating that Release 5.4 has been put into production and includes the resolution of many report issues, including several reports that integrate data from CIWQS core and SMARTS. A link to the status report is provided. At the bottom, there is a list of menu items: "Submit/Review a Self Monitoring Report (SMR)", "Run Reports", and "View/Change My Personal Information".

1. From the Main Menu click on “Submit/ Review a Self Monitoring Report”.



This screenshot is identical to the previous one, but the menu item "Submit/Review a Self Monitoring Report (SMR)" is highlighted with a red rectangular box.

2. Click on the Order Number.



The screenshot shows the "Self Monitoring Report (SMR)" page. At the top left is the Water Boards logo and the CIWQS text. On the right, there are links for Menu, Help, and Log out. Below the logo, it says "You are logged-in as:" followed by a dropdown menu and the text "If this account does not belong to you, please log out." The main heading is "Self Monitoring Report (SMR)". Below it is the instruction "Select the order that details the requirements for this Self Monitoring Report". There are two radio buttons: "Show Effective" (which is selected) and "Show All". Below this is a table with the following data:

Order Number	Program	Effective Dates	
R5-2004-0152	NPDES	10/15/2004 -	View all Requirements for this Order

3. Click on the Report name.

Self Monitoring Report (SMR)

To review or submit a report, select it from the list below. To change the list of reports, check the status types and/or enter start and end dates.

Show reports that meet these criteria

Status:

- Submitted - report was already submitted to water board
- In-Progress - report has been edited but not submitted
- Past Due - report deadline has passed and report has not been submitted
- Future - report due date is in the future

Show Report Due Between: 01/01/2010 and 12/31/2010

[Refresh List](#) [Show Calendar Year](#)

Search results: Previous 1-2 of 2 Next

Report Name	Type	Frequency	Reporting Period	Due Date	Status	Date Submitted	Date Reviewed	Report	Withdrawal
December 2009	MONNPDES	Monthly	12/01/2009 - 12/31/2009	02/01/2010	Submitted	01/26/2010		Download Report	Withdraw Report
January 2010	MONNPDES	Monthly	01/01/2010 - 01/31/2010	03/01/2010	Submitted	03/01/2010	03/03/2010	Download Report	Withdraw Report

4. Click on the “Data Summary” tab

Self Monitoring Report (SMR)

[Back to SMR search screen](#) Reporting Level: Level II

Facility Name: Quincy WWTP & Collection System Order Number: R5-2004-0152

Water Board Office: Region 5R - Redding Case Worker: Jacqueline Matthews

Monthly SMR (MONNPDES) report for January 2010 Report Effective Dates: 01/01/2010 - 01/31/2010

Status: Submitted

[No Discharge](#)
[EDF/CDF](#)
[Analytical Data](#)
[Calculated Data](#)
Data Summary
[Attachments](#)
[Violations](#)
[Submittal](#)
[Post Certified](#)
[Waterboard Notes](#)

5. Scroll to the bottom of the page, click “Export Results to Excel”

[No Discharge](#) | [EDF/CDF](#) | [Analytical Data](#) | [Calculated Data](#) | [Data Summary](#) | [Attachments](#) | [Violations](#) | [Submittal](#) | [Post Certified](#) | [Waterboard Notes](#)

This page contains a summary of all analytical and calculated data submitted manually and/or through file upload(s) for this report.

Sorting Order for Analytical and Calculated Results:

1.
2.
3.
4.
5.
6.

[Analytical result \(go to Calculated Results\)](#)

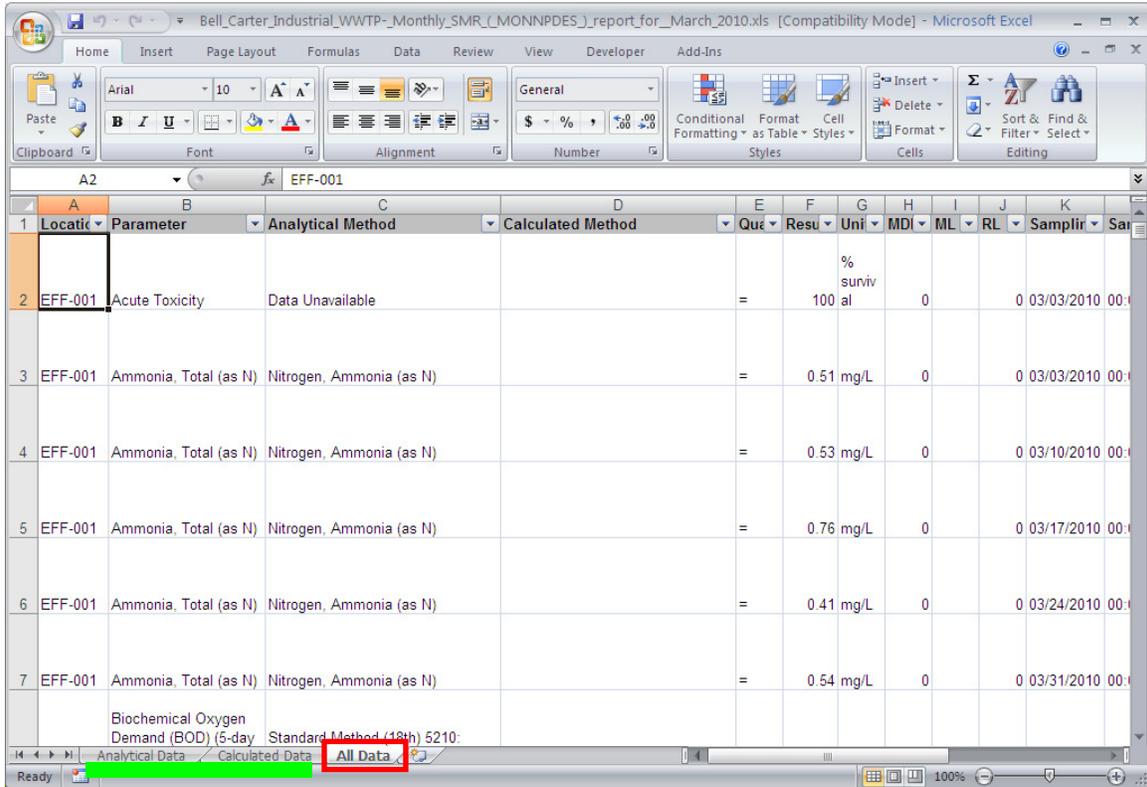
Location	Parameter	Analytical Method	Qual	Result	Units	MDL	ML	RL	Sampling Date/Time	Analysis Date	Review Priority Indicator	QA Codes	Comment
EFF-001	Ammonia, Total (as N)	Standard Method (19th) 4500-NH: Nitrogen (Ammonia)	=	5.4	mg/L	0		.1	01/19/2010 13:40:00	01/19/2010	No		Emergency Pond
EFF-001	Ammonia, Unionized (as N)	Standard Method (19th) 4500-NH: Nitrogen (Ammonia)	=	.074	mg/L	0		.00043	01/19/2010 13:40:00	01/19/2010	No		Emergency Pond
EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Standard Method (18th & 19th) 5210 B: 5-Day BOD	=	6	mg/L	0		0	01/07/2010 07:46:00	01/07/2010	No		0
INF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Monthly Average (Mean)	=	143	mg/L				01/31/2010 12:00:00	01/31/2010	No		0
INF-001	Total Suspended Solids (TSS)	Monthly Average (Mean)	=	116	mg/L				01/31/2010 12:00:00	01/31/2010	No		0

Total Record Count: 6

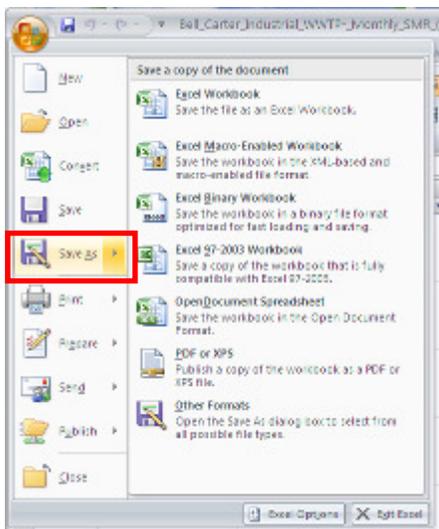
6. Click Open.



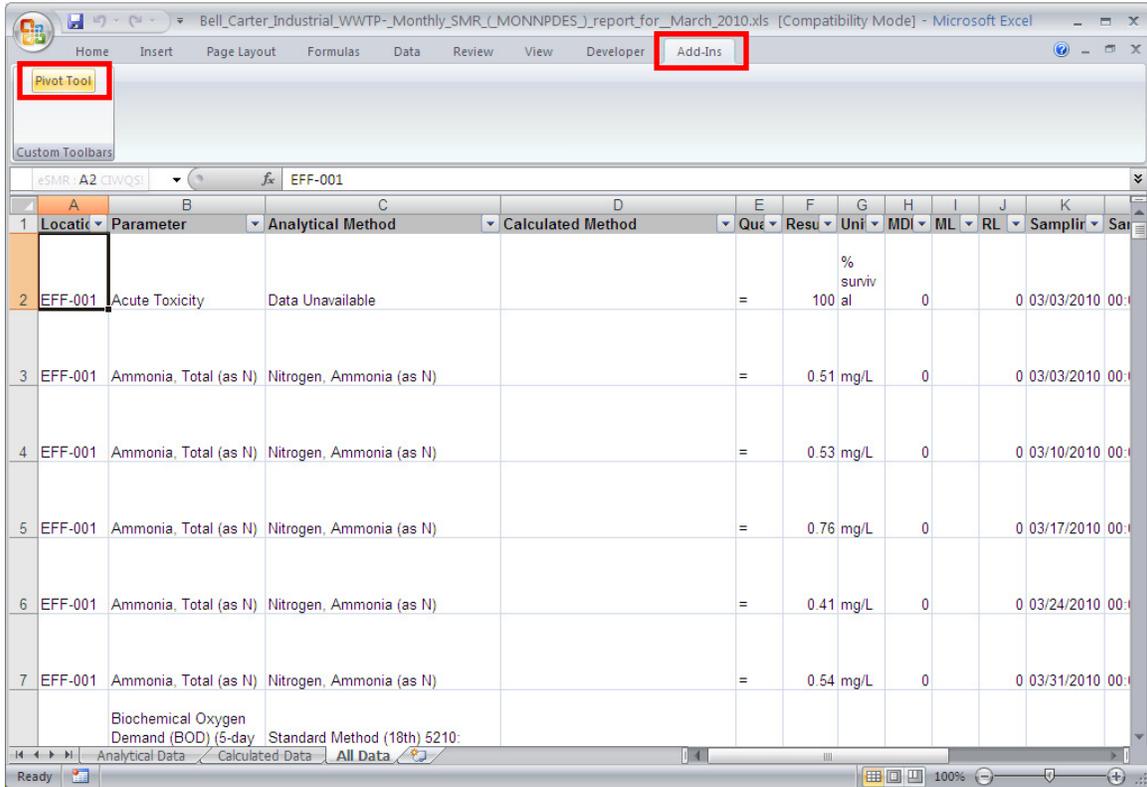
7. Click on the “All Data” worksheet (notice there are 3 worksheets).



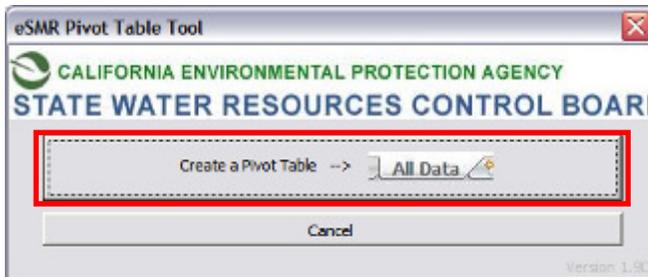
8. You must save the workbook to your computer (before running the Pivot Tool).



9. Scroll to the “Add-Ins” section of the Ribbon then click on the Pivot Tool icon.



10. Click on the “All Data” button



Your Pivot Table is created! You may adjust the dropdown lists to narrow your results and further analyze the data.

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable is located in the range C3:R36. The PivotTable fields are: Location (filtered), Parameter, Calculation, Units, and Qual. The data table below shows the following parameters and their values over time:

Sampling Date	Sampling Time	Acute Toxicity	Ammonia, Total (as N)	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Chloride	Color, ADMI	Electrical Conductivity @ 25 Deg. C	Flow
03/01/2010	00:00:00		0.55	102.8	32.8	2244.6		0.361
03/02/2010	00:00:00							
03/03/2010	00:00:00	100		0.51	67			
03/04/2010	00:00:00					24		
03/05/2010	00:00:00						2373	850
03/06/2010	00:00:00						580	5180
03/07/2010	00:00:00							
03/08/2010	00:00:00							
03/09/2010	00:00:00							
03/10/2010	00:00:00		0.53	82		22	2531	675
03/11/2010	00:00:00							4737
03/12/2010	00:00:00							
03/13/2010	00:00:00							
03/14/2010	00:00:00							
03/15/2010	00:00:00							
03/16/2010	00:00:00							
03/17/2010	00:00:00	0.76	0.76	54		22	1399	575
03/18/2010	00:00:00							4665
03/19/2010	00:00:00							
03/20/2010	00:00:00							
03/21/2010	00:00:00							
03/22/2010	00:00:00							
03/23/2010	00:00:00			0.41	176	49	3060	3060
03/24/2010	00:00:00							850
03/25/2010	00:00:00							5300
03/26/2010	00:00:00							
03/27/2010	00:00:00							